



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

19 Feb 99

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFSPC/LGCP
150 Vandenberg St STE 1105
Peterson AFB CO 80914-4350

SUBJECT: INFO.LTR 99-09, Market Research Reports

1. This information letter, INFO.LTR 99-09, is directive in nature for all AFSPC contracting offices and is issued under Special Publication System, AFSPC 64-101, for Specialized Contracting Publications.
2. FAR 10.001(a)(2) requires market research be conducted before soliciting offers for acquisitions with an estimated value in excess of the simplified acquisition threshold (\$100,000). Therefore, market research should be conducted for a majority of the acquisitions AFSPC does. In accordance with FAR 10.002(e), the research shall be documented in a Market Research Report and should address, as a minimum, those items contained in FAR 10.002(b)(1).
3. Results of the market research should be the basis of the proposed acquisition approach. Therefore, the Market Research Report shall be included as an attachment to all Acquisition Plans. For acquisitions using FAR 13.5, "Test Program for Certain Commercial Items," the Market Research Report should be included in the contract file under Tab 7.
4. If you have any questions, contact Ms. Terry Schooley, DSN 692-5169 or commercial (719) 554-5169. You may also contact Ms. Schooley by e-mail at "schoolt@spacecom.af.mil".


ERIC M. HODGES, Lt Col, USAF
Chief, Policy/Clearance Branch

GUARDIANS OF THE HIGH FRONTIER

cc:
AFSPC/IGI
N-SPJ4P

Distribution:
Same as AFSPCFARS